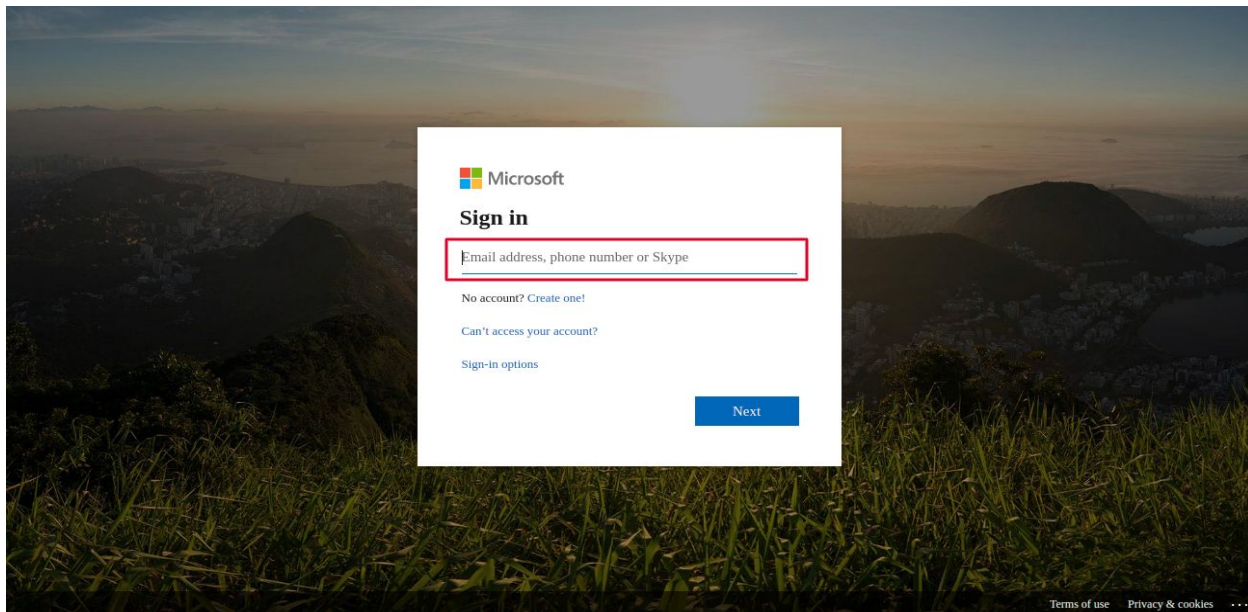# EdCast Integration

with Office365

Steps to install EdCast Add-on inside Office 365 - Word, Excel, and PowerPoint.
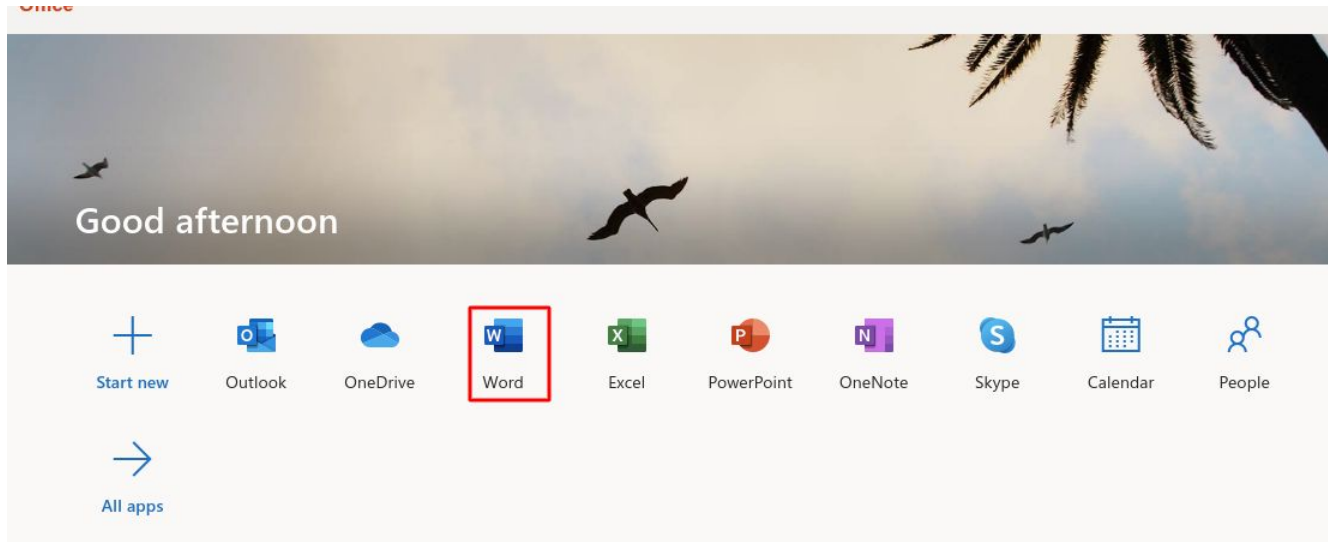
1. Log in to Office 365 (using your Microsoft Office 365 account credentials).
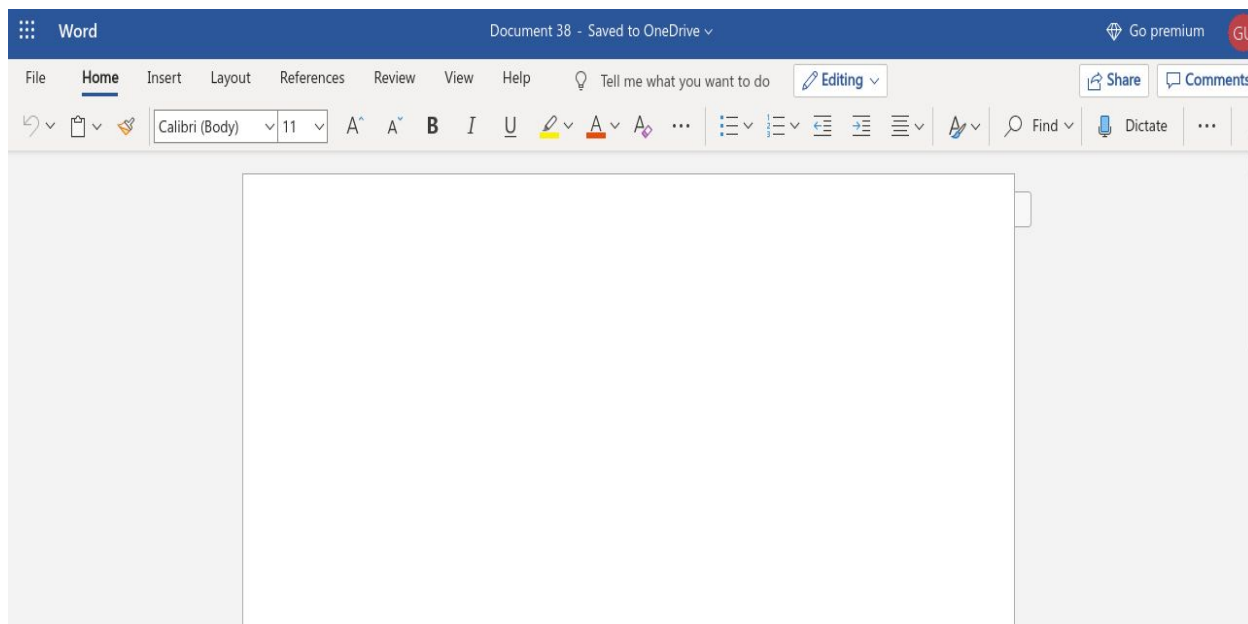
Technical Document Office 365

2. Select an application from Office 365 you wish to install for the EdCast application whetherWord, Excel or PowerPoint.

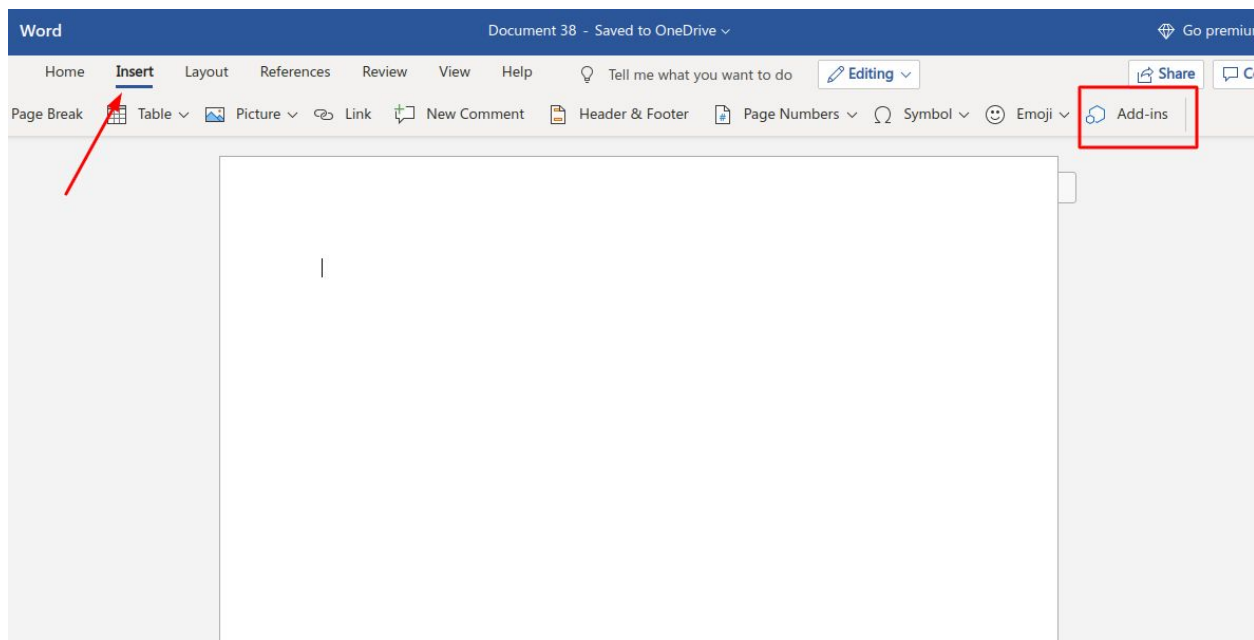**3.** After selecting the application**,** open a document (new or existing) .

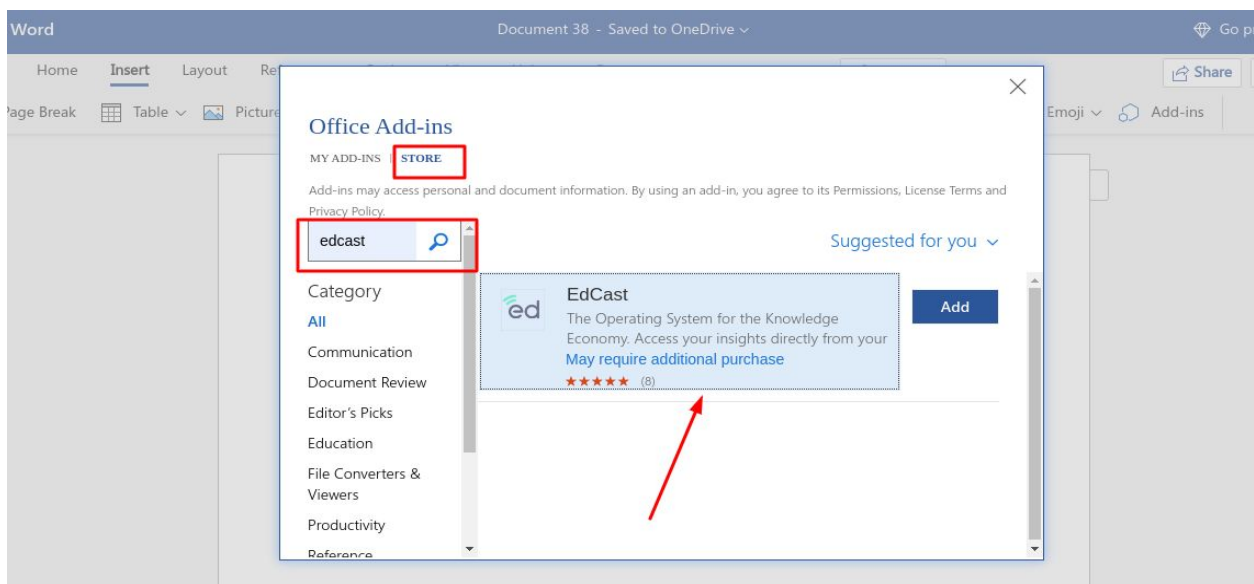EdCast brings LXP content recommendations, search and content discovery.

4. After opening the document:-

For Word Documents

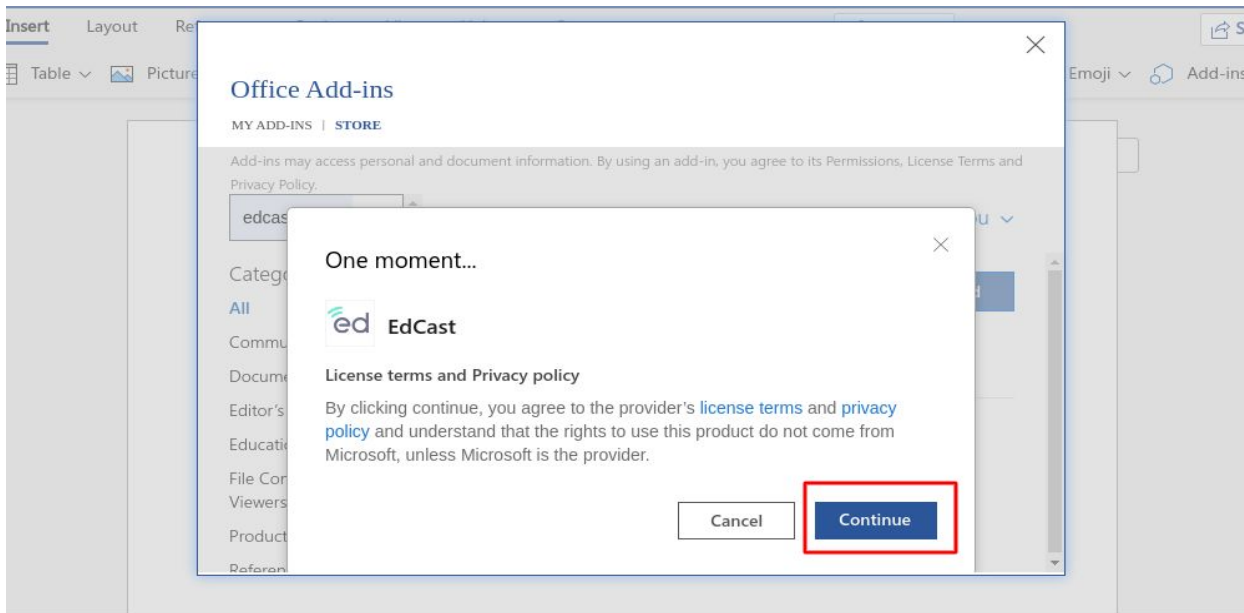- Click on the 'Insert' tab. Under the insert tab click on 'Add-ons'.

- This will open a pop-up window. Click on 'STORE' and search for 'EdCast' in the search bar. 'EdCast' application will display on screen. Click on 'Add'.
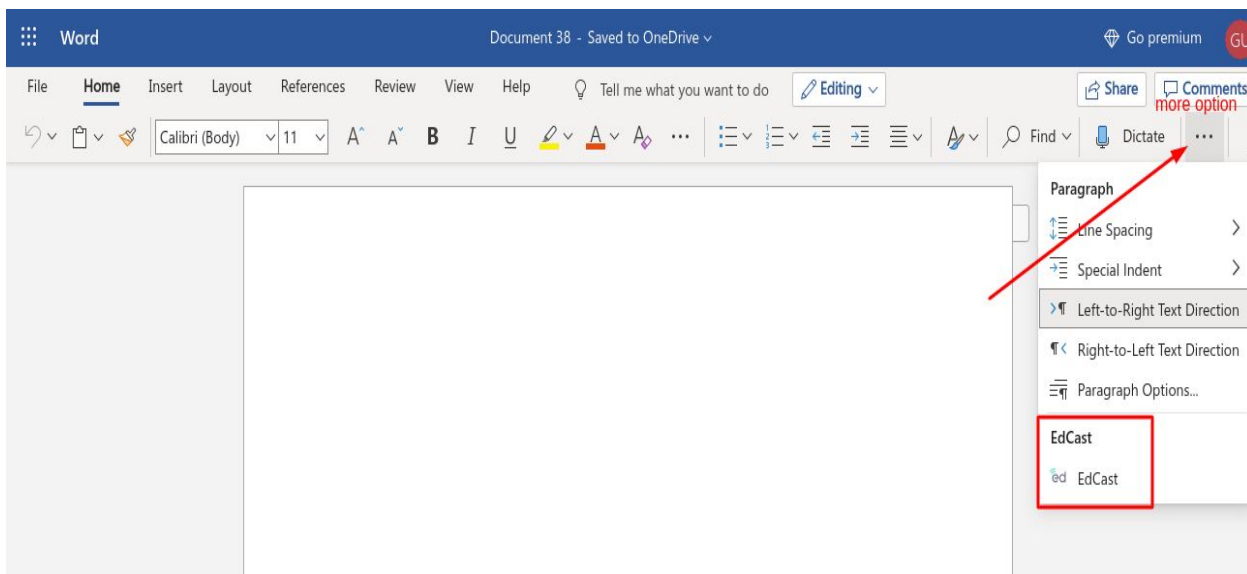

EdCast brings LXP content recommendations, search and content discovery.

- Another pop-up window will open. Click on 'Continue'. This will install the 'EdCast application '.
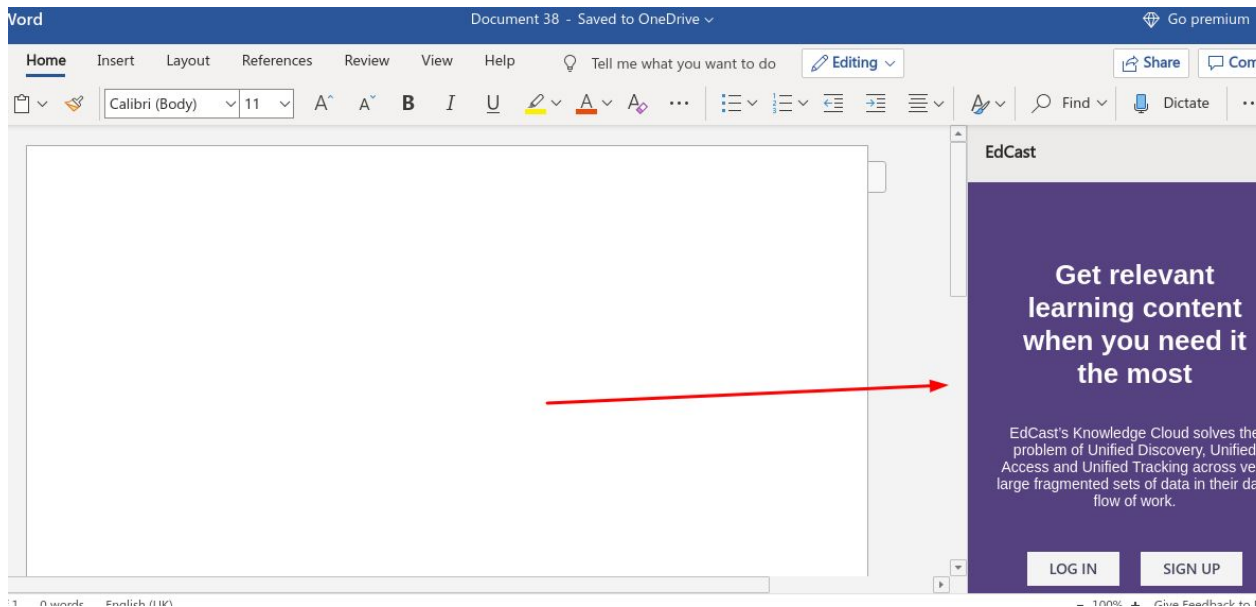

- After this click on the Home tab. Under the home tab there is the '...' icon. After clicking on '...' a drop down menu will open. Search and select the EdCast option from the drop down menu.

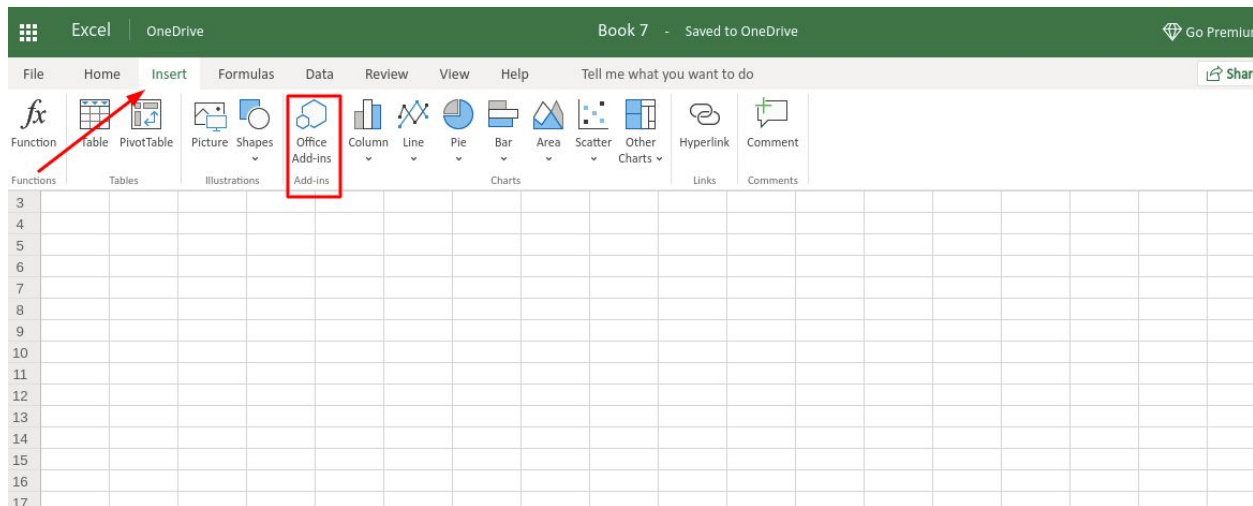EdCast brings LXP content recommendations, search and content discovery.

Technical Document Office 365

- After this EdCast application will open in the right hand corner inside the panel.
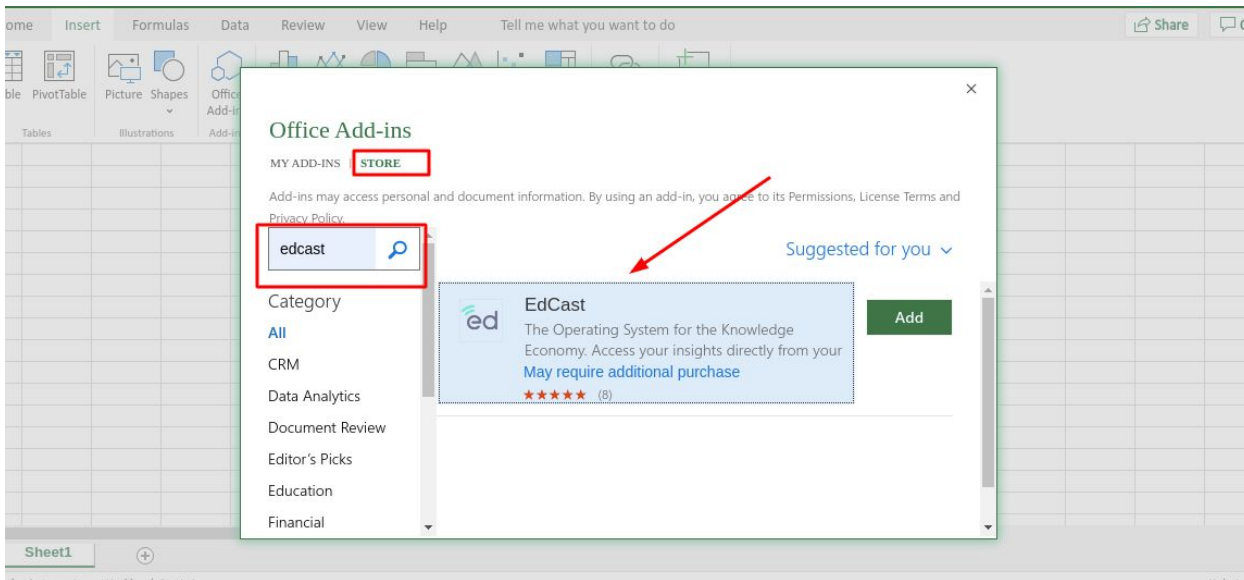

For Excel Documents

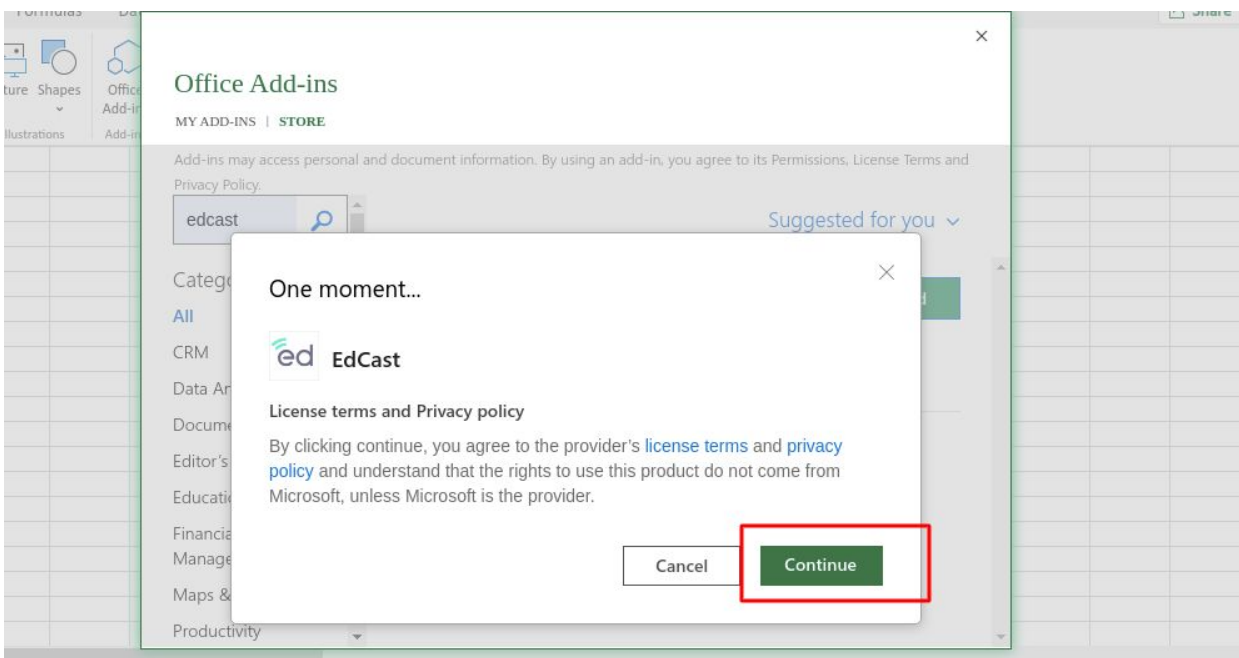- Click on the 'Insert' tab. After this select 'Add-ons' and click on it.

EdCast brings LXP content recommendations, search and content discovery.

- After this a pop-up will open. Click on 'STORE' and search for 'edcast' in the search bar. The EdCast application will appear on screen, Click on 'Add'.
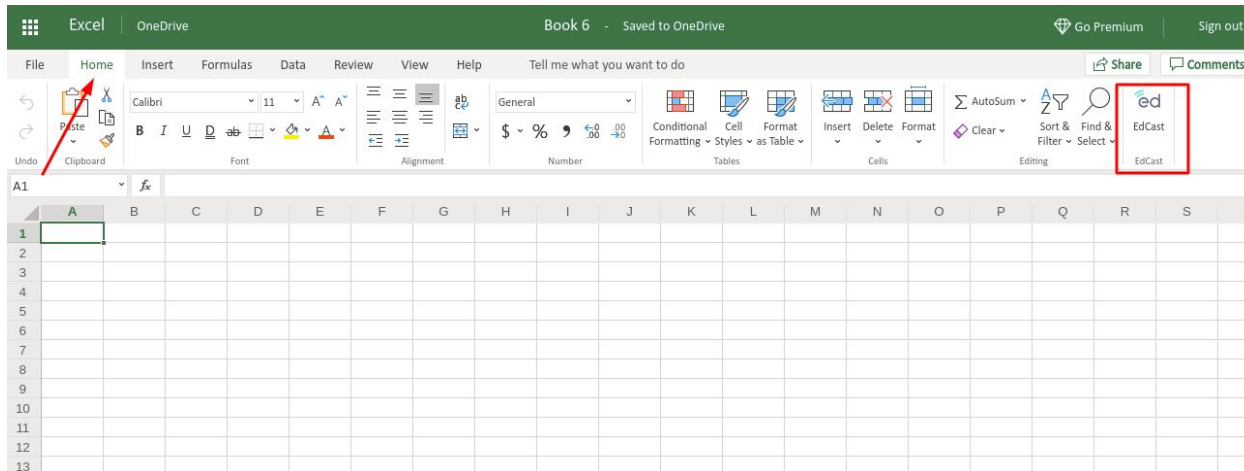

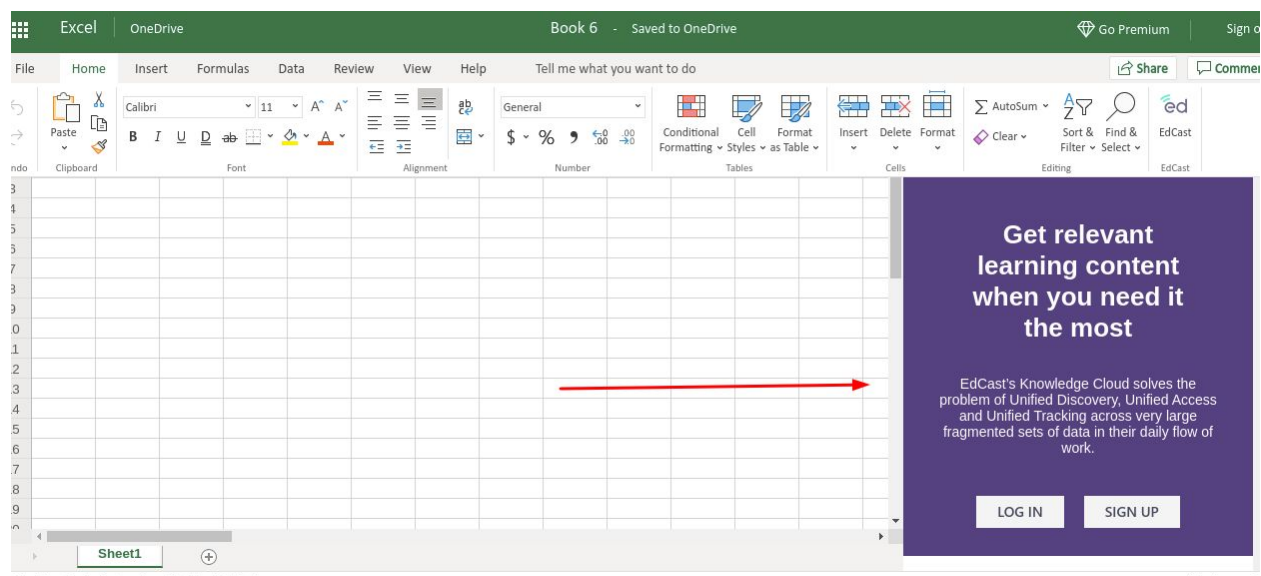- A pop-up window will open. Click on 'CONTINUE' to install the application.

EdCast brings LXP content recommendations, search and content discovery.

- After this, click on the 'Home' tab again. options. Search for the 'EdCast' option in the right-hand corner and click on it.

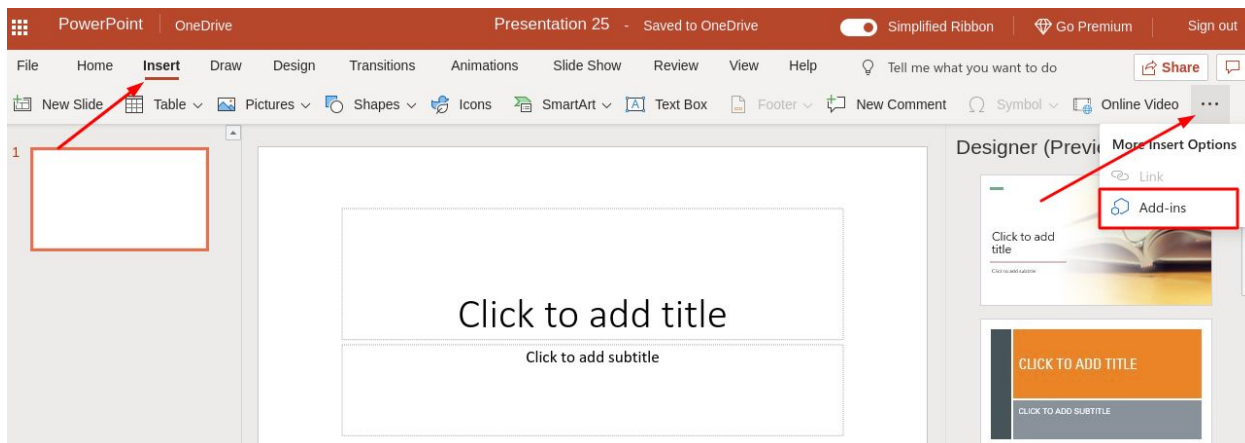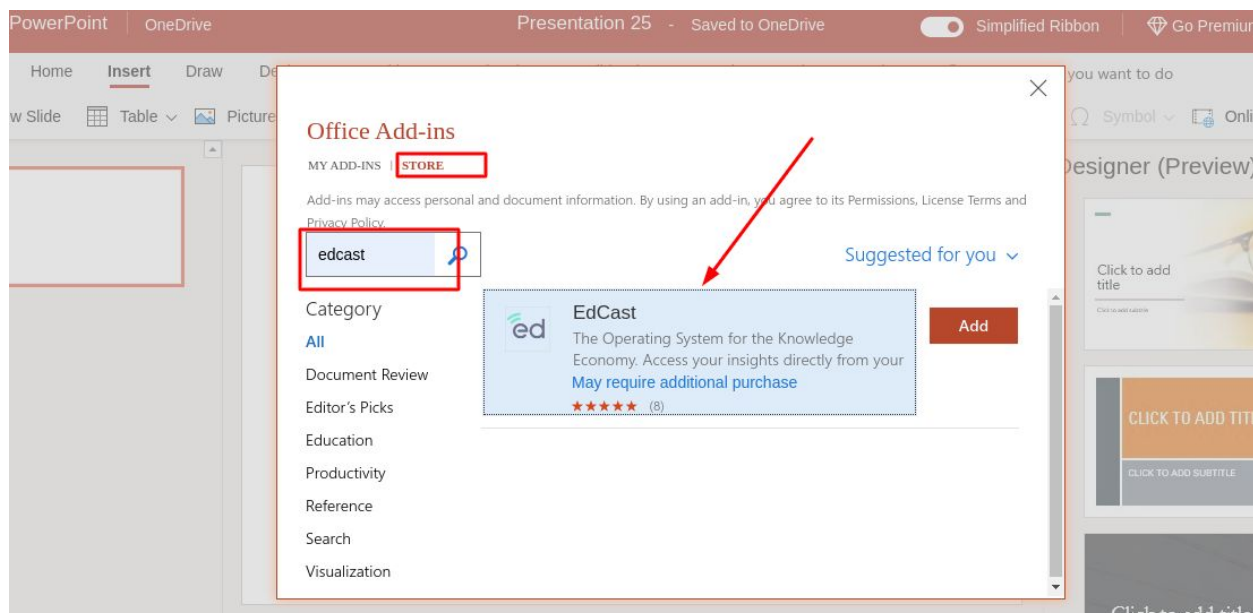- The EdCast application will open in the right-hand corner, in a panel.

EdCast brings LXP content recommendations, search and content discovery.

Technical Document Office 365

For PowerPoint Documents

- Click on the 'Insert' tab. Under the insert tab click on '...' icon. A drop down menu will open, select the 'Add-ins' option.
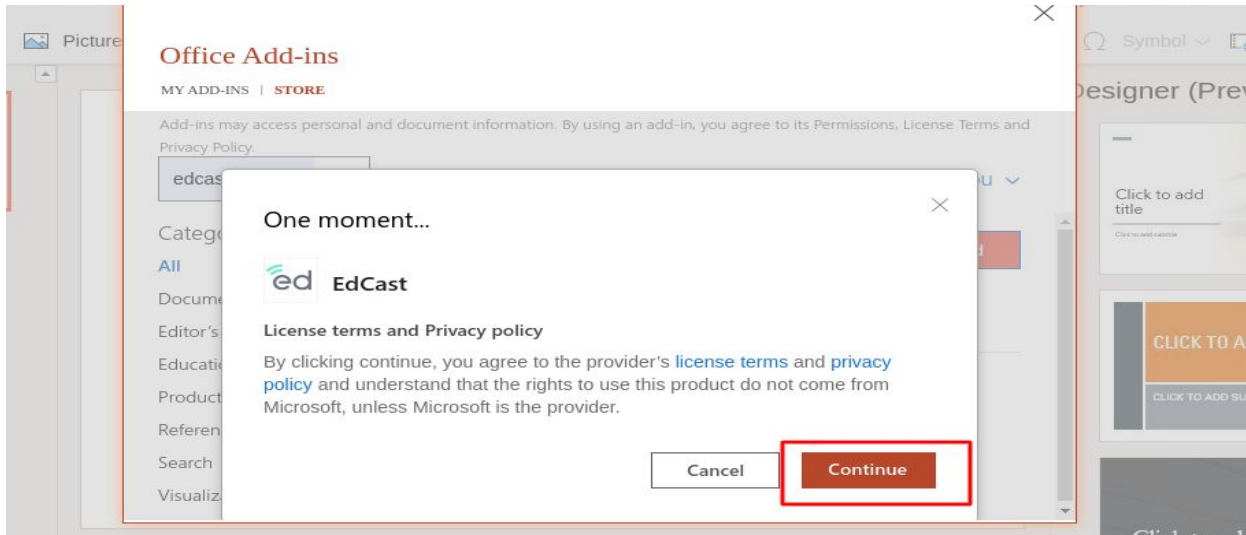

- This will open a pop-up window. Click on 'STORE' and search for 'edcast' in the search bar. 'EdCast' application will display on screen. Click on 'Add'.
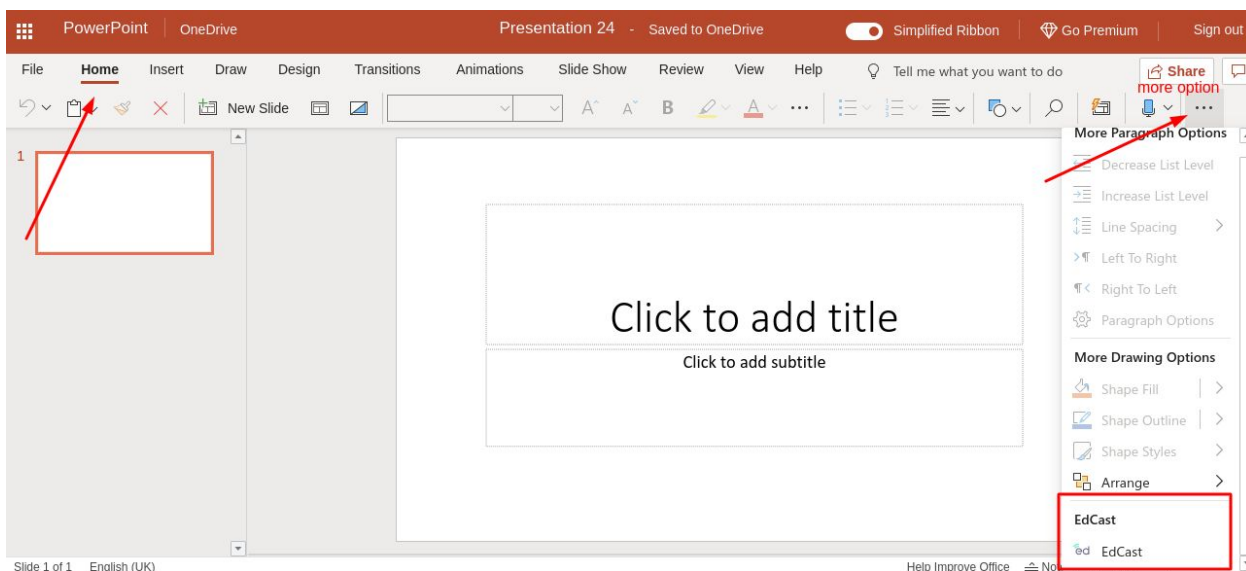

EdCast brings LXP content recommendations, search and content discovery.

- Another pop-up window will open. Click on 'Continue'. This will install the 'EdCast application '.
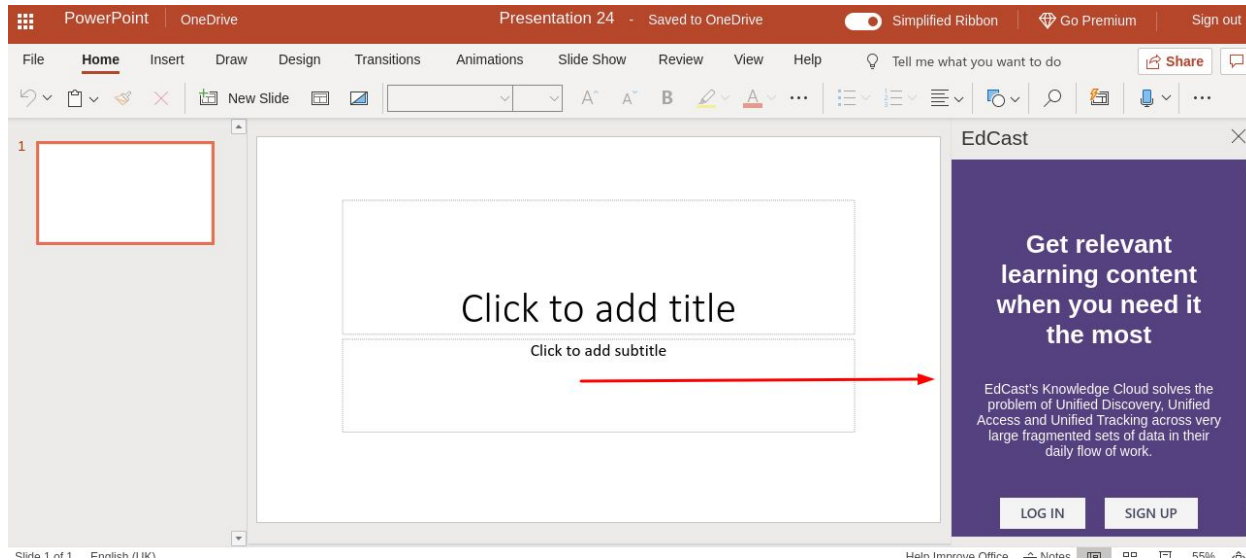

- Click on the 'Home' tab. Under the home tab there is the '...' icon. After clicking on '...' a drop down menu will open. Search and select the EdCast option from the drop down menu.

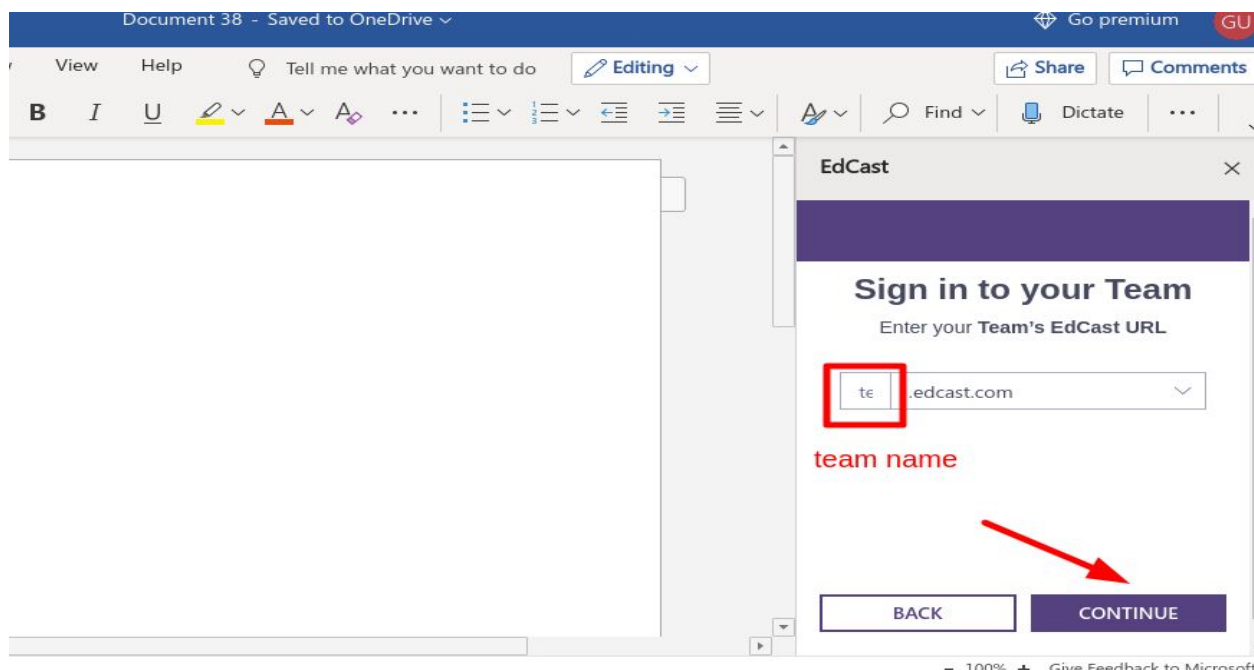EdCast brings LXP content recommendations, search and content discovery.

Technical Document Office 365

- The EdCast application will open in the right hand corner, inside the panel.

5. Now the EdCast application is running as an add-on to your office 365 application. Click on the login option if you already have an EdCast account. This will open the 'Teams login' screen. Enter your Teams name and then press continue.
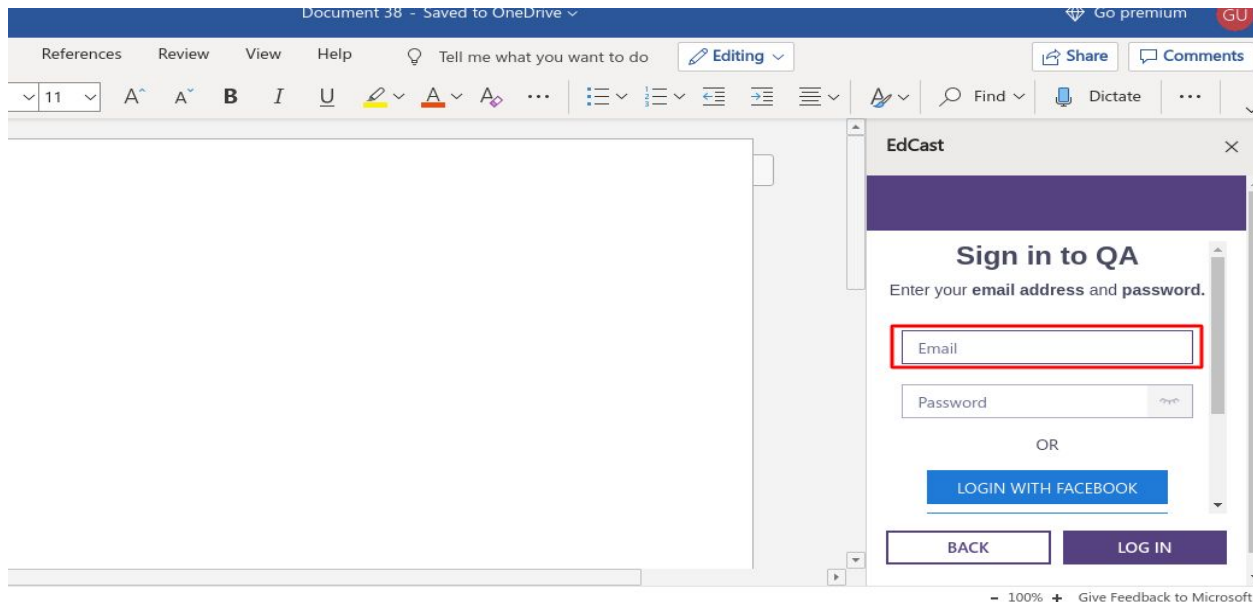
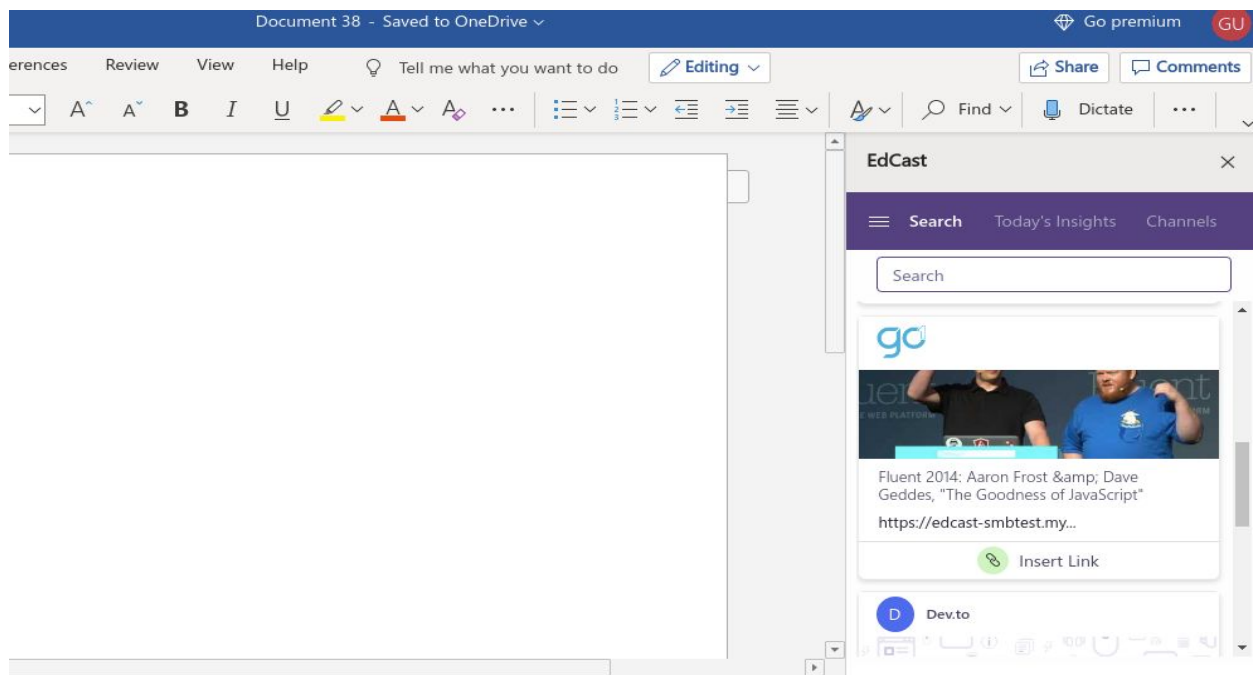The example below shows the Office 365 Word application.

EdCast brings LXP content recommendations, search and content discovery.

6. After this EdCast login screen will open. Use EdCast credential or SSO login options to login.

7. After this user is navigated to the EdCast home screen. For example, in the picture below EdCast home page is open in the Office 365 Word application.

EdCast brings LXP content recommendations, search and content discovery.